



## Travel Operations Manager

**International Travel Agency!**

### 募集職種

#### 採用企業名

グランド・サークル・コーポレーション有限公司

#### 支社・支店

Grand Circle Corporation

#### 求人ID

1584621

#### 業種

旅行・観光

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

(ほぼ) 全員日本人

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

700万円 ~ 800万円

#### ボーナス

固定給+ボーナス

#### 休日・休暇

18 days minimum

#### 更新日

2026年05月28日 11:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

Join our team as an Operations Manager and play a key role in delivering exceptional travel experiences. At GCC, we are

committed to excellence and are seeking experienced, motivated individuals to join our dynamic team in Tokyo.

**Responsibilities:**

- Book and confirm all ground services prior to the season
- Create Tour Bank Templates for the upcoming season
- Complete the Operations part of the Program Director packages
- Procure and contract secondary vendors
- Review vendor invoices for accuracy
- Create vendor action files for Quality Action Plans based on Traveler Surveys and Program Director Feedback
- Support Program Services Manager in hiring and training Local Guides
- Ensure the accuracy of all trip materials (Web/Lasers, D2D, THB, etc.) in cooperation with the Program Services Manager
- Provide Program Services updates via monthly newsletters
- Oversee and cover for Land Operations Coordinators as needed
- Reporting out

---

**スキル・資格****Benefits:**

- Competitive salary package
- Incentive bonus based on targeted results
- Merit increase based on performance
- Vacation days + 3 additional Personal Days per year
- Personal and professional growth opportunities
- Milestone bonus and travel certificate every 5th anniversary of employment at GCC
- Associate deals on worldwide GC Tour packages at discounted prices
- Referral bonus
- Comprehensive training program onsite
- Unique corporate culture with team building, community work, and corporate events
- Opportunity to work as part of an international team, interacting with colleagues worldwide
- Great opportunity to advance your career

**Requirements:**

- Fluency in written and spoken English
- Proficiency with Microsoft Office (especially Excel)
- Experience with Amadeus/Sabre and AS400 platform is a plus
- Strong leadership, people skills, and customer care orientation
- Self-starter who can meet deadlines and prioritize tasks
- Proven success in making tough decisions and taking risks
- Ability to travel for regional company meetings to see products and meet vendors
- Flexible, creative, independent, and highly organized team member
- At least 2 years of experience in Tourism and Management

Please submit your CV to apply!

Join us in growing together and taking on new challenges as a part of our dynamic team. We look forward to receiving your application!

---

**会社説明**